

## **Academic Year Directors ROLES AND RESPONSIBILITIES**

The **Academic Year Director** is the team leader for all modules within either the M1 or M2 academic years. He/she will provide leadership and direction for the primary interdisciplinary biomedical science modules of the medical school curriculum. He/she will guide the Module Directors and Core Module Faculty in the design of the content and teaching methods of modules within a given academic year and also serves as the primary liaison between the Chair of Biomedical Sciences, the Office of Educational Affairs, the Office of Academic Effectiveness and Assessment, the Module Directors, Module Faculty, and Students.

Under the direction of the Chair of Biomedical Sciences and with the support of the Associate Dean for Education, the Academic Year Directors will have the following key responsibilities:

1. Work with the Chair of the Department of Biomedical Sciences (Chair) and Module Directors to assemble core faculty to deliver module content.
1. Work with Module Directors and core Module Faculty to assure appropriate coverage and integration of the curriculum across disciplines/modules and all academic years.
2. Lead a team of Module Directors and Core Module Faculty to develop and organize an integrated academic year medical curriculum that meets LCME standards, USMLE content, and the mission of the USCSOMG.
3. Supervise Module Directors and Core Module Faculty in the development of module and session learning objectives and assessment plans within the time allotted for the module.
4. Supervise the preparation of the required module documents by the Module Directors, including the Module Calendar, Syllabus, Module Delivery Template, Detailed Assessment Report and End-of-Module Report.
5. Encourage innovation in content delivery and teaching methods within the Module.
6. Serve as a point of contact for faculty and student concerns and suggestions about the various modules within the academic year.
7. Supervise the formative and summative assessments of student performance.
8. Monitor and evaluate module quality and assessment data in collaboration with the Chair of Biomedical Sciences, the Module Directors, and the Office of Academic Effectiveness and Assessment.
9. Collaborate with other Academic Year Directors and Clerkship Directors to facilitate vertical integration of the biomedical sciences throughout the 4-year curriculum.
10. Chair the Academic Year Subcommittee and provide minutes/reports/recommendations to the Curriculum Committee.
11. Represent the Year 1/Year 2 programs on the Student Evaluation and Promotion Committee.
12. Provide continuity of information across the academic year between the Office of Educational Affairs, Student Evaluation and Promotions Committee, and the Curriculum Committee.
13. Consult with the Chair and Module Directors with concerns about academic content within modules.
14. Consult with the Chair with concerns about student or module faculty performance.
15. Consult with Chair with concerns about professionalism and conflict between students, faculty members or between faculty and students.

**Appointment as an Academic Year Director is at the pleasure of the Chair of the Department of Biomedical Sciences and is renewable on an annual basis through discussion with the Chair and subject to satisfactory performance.**